

MEMORANDUM

9/13/2011

TO: Joe Beach, Director, Department of Finance
Marc Hansen, County Attorney
Jennifer Hughes, Director, Office of Management and Budget
Kathleen Boucher, Assistant Chief Administrative Officer

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Grants Overview

The following items were identified for follow-up during the 9/9/2011 CountyStat meeting:

1. Develop a plan for a more strategic county-wide approach for grant identification and application.

- CountyStat will conduct a survey of departments to gather information about current application criteria.
- Create a workgroup to develop a set of recommendations for a more strategic centralized approach to the application process.
- Workgroup will develop criteria for departments to apply for grants.

Responsible parties: OMB, ACAO, OCA

Other parties involved: CountyStat

Deadline: 5/25/2012

2. Develop a set of process improvements that can be implemented in the short-term to improve grant application process

- Develop new thresholds for documents that require review by internal departments (OMB, OCA and ACAO).
- Develop a tracking system for grants applied and grants awarded, with additional data points of interest (e.g., amount sought, amount awarded, local match, number of new positions).
- Increase department accountability of grant documents reviewed in less than three days via monthly reports or performance plans.

Responsible parties: ACAO, OMB

Other parties involved: CountyStat

Deadline: 5/25/2012

3. Review and revise Administrative Procedures 7-1 regarding grants as necessary to reflect decisions about review criteria, tracking, etc

Responsible parties: CountyStat

Other parties involved: OMB

Deadline: 5/25/2012

cc: Timothy Firestine, Chief Administrative Officer
Fariba Kassiri, Assistant Chief Administrative Officer